



Emergency Management Program Terms of Reference

December 10, 2021

Version 8.0



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Version Control

Table 1: Chronological representation of approved document versions

Date	Version Number	Approved / Revised By
November 28, 2014	6.0	EMP Steering Committee
December 11, 2015	6.1	EMP Steering Committee
December 16, 2016	7.0	EMP Steering Committee
December 8, 2017	7.1	EMP Steering Committee
December 7, 2018	7.2	EMP Steering Committee
December 16, 2019	7.3	EMP Steering Committee
December 19, 2020	7.4	EMP Steering Committee
December 10, 2021	8.0	EMP Steering Committee

Document Approval

“original signed by” _____

Elizabeth Gooding, Director
Public Safety Service

December 10, 2021

Date

Vision and Mission

The City of Ottawa Emergency Management Program (EMP) is guided by the following statements:

Vision: The City of Ottawa Emergency Management Program promotes a safe, well-prepared community with the capacity to cope with hazards and risks through community-based processes.

Mission: The City of Ottawa Emergency Management Program enhances public safety and maintains public confidence, through leadership and collaboration with all levels of government, communities, stakeholders, and individuals to support prevention, mitigation, preparedness, response, and recovery functions in the City.

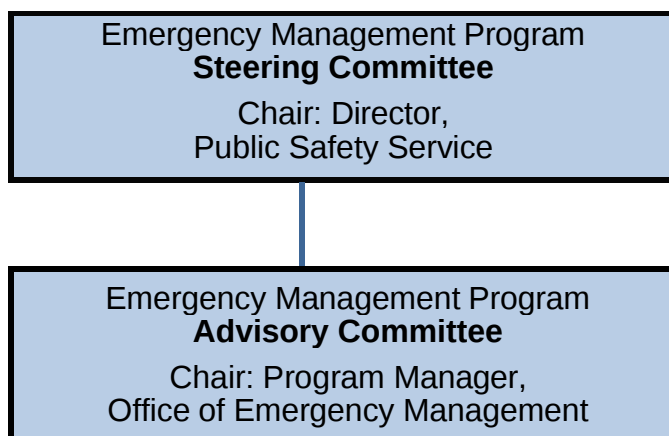
1.0 Governance

1.1 Mandate

The Emergency Management Program (EMP) establishes a strategic and operational framework based on the Provincial Emergency Management and Civil Protection Act, the City of Ottawa Emergency Management Program By-law, the Emergency Management Accreditation Program, and the Canadian Standards Association. The EMP incorporates a risk-based, all-hazards approach that integrates emergency management and continuity of operations activities to enhance the City's ability to prevent, mitigate, prepare, respond and recover from situations.

1.2 Legislative and Administrative Authorities

The City of Ottawa [Emergency Management Program By-law](#), 2018-98, as amended; the [Emergency Management and Civil Protection Act](#), RSO 1990, c.E.9, as amended; the Emergency Management Standard (2019), Emergency Management Accreditation Program, as amended; the Canadian Standards Association CAN/CSA-Z731-03 (R2009), Emergency Preparedness and Response (R2014); and the CAN/CSA-Z1600-17, as amended.

Figure 1: EMP Governance Structure

1.3 Emergency Management Program Steering Committee

Accountability

The Emergency Management Program (EMP) Steering Committee Members are accountable to the City Manager for the implementation of the EMP.

Membership

The EMP Steering Committee is composed of the following representatives:

- Director, Public Safety Service (Chair)
- City Manager, City Manager's Office
- Director, City Manager's Office
- City Clerk, Office of the City Clerk
- Chief Financial Officer / City Treasurer, Finance Services Department
- General Manager, Community and Social Services Department
- General Manager, Emergency and Protective Services Department
- General Manager, Infrastructure and Water Services Department
- General Manager, Innovative Client Services Department
- General Manager, Planning, Real Estate and Economic Development Department

- General Manager, Public Works Department
- General Manager, Recreation, Cultural and Facility Services Department
- General Manager, Transit Services Department
- Chief, Ottawa Fire Services
- Chief, Ottawa Paramedic Service
- Chief, Ottawa Police Service
- Chief Executive Officer, Ottawa Public Library
- Chief Information Officer, Innovative Client Services Department
- Director, Public Information and Media Relations, Innovative Client Services Department
- City Solicitor, Legal Services, Innovative Client Services Department
- Medical Officer of Health, Ottawa Public Health

Competencies

The Office of Emergency Management (OEM) supports EMP Steering Committee representatives in the development of competency in the following:

- Knowledge of emergency management principles.
- Understanding of integrated risk management principles.
- Understanding of core services across the City.
- Knowledge of applicable legislation and Emergency Management Accreditation Program Standards.
- Knowledge of departmental and City emergency response processes and protocols.

Roles and Responsibilities

The EMP Steering Committee roles and responsibilities are to ensure the EMP maintains compliance with legislation, standards and best practices by:

- Providing leadership and assuming overall responsibility, accountability, and authority for the EMP.
- Designating a representative to the EMP Advisory Committee.
- Regular communication with their respective EMP Advisory Committee member to receive program updates and communicate issues to bring forward.

1.4 Emergency Management Program Advisory Committee**Accountability**

The Emergency Management Program (EMP) Advisory Committee Chair is accountable to the EMP Steering Committee Chair. The EMP Advisory Committee Members are accountable to their respective EMP Steering Committee Members, with the exception of external members who are accountable to their respective organizations.

Membership

The EMP Advisory Committee is comprised of the following representatives:

- Office of Emergency Management, Program Manager (Chair)
- Office of Emergency Management staff
- Representatives from:
 - City Manager's Office
 - Office of the City Clerk
 - Finance Services Department
 - Community and Social Services Department
 - Emergency and Protective Services Department
 - Infrastructure and Water Services Department

- Innovative Client Services Department
- Planning, Real Estate and Economic Development Department
- Public Works Department
- Recreation, Cultural and Facility Services Department
- Transit Services Department
- Ottawa Police Service
- Ottawa Public Health
- Ottawa Public Library
- External Partners:
 - Canadian Red Cross, Ottawa Branch
 - Hospital Emergency Preparedness Committee of Ottawa (HEPCO)
 - The Salvation Army
 - Sauvetage Bénévole Outaouais – Ottawa Volunteer Search and Rescue (SBO-OVSAR)
 - United Way / 2-1-1

Competencies

The Office of Emergency Management (OEM) supports EMP Advisory Committee representatives in the development of competency in the following:

- Knowledge of emergency management principles.
- Understanding of integrated risk management principles.
- Understanding of core services across the City.
- Knowledge of applicable legislation and Emergency Management Accreditation Program Standards.
- Knowledge of departmental and City emergency response processes and protocols.

Roles and Responsibilities

The EMP Advisory Committee roles and responsibilities are to ensure the EMP maintains compliance with legislation, standards and best practices by:

- Coordinating the development and maintenance of the EMP.
- Regular communication with their respective EMP Steering Committee member to provide program updates and communicate issues to bring forward.

1.5 Office of Emergency Management

The Office of Emergency Management (OEM) is accountable to the Director, Public Safety Service. The roles and responsibilities are to support and coordinate the Emergency Management Program (EMP) Steering Committee and Advisory Committee, by:

- Coordinating EMP review and revision to maintain compliance with legislation and standards.
- Providing subject matter advice regarding the EMP, legislation, standards and best practices.
- Developing an annual EMP Advisory Committee workplan.
- Coordinating EMP updates.
- Coordinating and facilitating EMP Advisory Committee meetings, including documentation of meeting minutes, and collection and dissemination of EMP documents.
- Coordinating and facilitating EMP Steering Committee annual meeting, including documentation of meeting minutes, and collection and dissemination of EMP documents.
- Providing EMP orientation to new EMP Advisory Committee members.
- Maintaining Emergency Operations Centre Control Group and Duty Officer membership rosters.
- Managing the EMP Training and Exercise Program.

The Public Safety Service reports annually to City Council on the EMP activities.

2.0 Committee Meetings

Frequency of meetings and documentation

The Emergency Management Program (EMP) Steering Committee meets annually or as requested by the Chair. The EMP Advisory Committee meets monthly or as requested by the Chair. The Chair sets the meeting agenda. The agenda is distributed prior to the meeting.

Meeting Attendance

Attendance at either the EMP Steering Committee or EMP Advisory Committee meeting is limited to committee members, their delegates, assigned staff, and invited guests (as approved by the Chair). Meetings will be held in-person or virtually.

Quorum

Respectively, quorum is comprised of a majority of the EMP Steering Committee or EMP Advisory Committee membership.

Decision-making and conflict resolution

The EMP Steering Committee and EMP Advisory Committee operate on a consensus decision model. If consensus is not achievable at the EMP Steering Committee, the City Manager will have the final decision-making authority. If consensus is not achievable at the EMP Advisory Committee, the escalation process is first to the Director, Public Safety Service, and second to the General Manager, Emergency and Protective Services.

Confidentiality

When necessary, some proceedings and deliberations of the EMP Steering Committee and EMP Advisory Committee are confidential. Members are notified of situations where information is to remain confidential.